



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**LEGAL ADMINISTRATIVE ASSISTANT**  
CITY ATTORNEY

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for coordinating paraprofessional and complex administrative support functions for the City Attorney and legal staff. Reports to the Law Office Administrator.

There are two (2) levels of Legal Administrative Assistant distinguished by the level of work performed and the qualifications of the employee.

## **ESSENTIAL JOB FUNCTIONS**

Responsible for drafting and editing resolutions, ordinances and correspondence; prepares appellate briefs and other legal documents to be filed in federal and state courts in conjunction with complex lawsuits. Maintains security of confidential files and contacts within information systems. Performs additional administrative support work such as word processing, creating and maintaining spreadsheets, data entry/retrieval, and functions that may require interpretation, judgment and determining appropriate processes to be used.

Coordinates City Council meeting agendas with all departments. Obtains Council signatures and distributes Council-approved documents. Submits newly adopted ordinances to the Municipal Code Corporation. Reviews forms, data and other information to ensure accuracy and conformance to established procedures and policies.

Schedules trial dates, court hearings, depositions, and meetings, including conference calls and all meeting arrangements; makes arrangements for court reporters, private process servers, and legal printing services.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to general inquiries and complaints; provides information on policies and procedures and performs other similar types of administrative support activities.

Processes travel and training authorizations and expense invoices; reconciles statements and approves P-card purchases for administrative support staff; enters payment batches into batch processing system; enter bonds and insurance certificates in the City Insurance Tracking System, and maintains related documentation.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Legal Office Administration - Knowledge of legal office systems, practices, procedures, and administration. Knowledge of general office equipment and personal computers to include word processing, spreadsheet and related software. Knowledge of legal documents and processes.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and the public. Effectively handles inquiries, complaints from or disputes with customers.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

## **REQUIRED ABILITIES**

- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication - Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Accounting - Ability to perform arithmetic, algebraic and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

## **EDUCATION AND EXPERIENCE**

**Legal Administrative Assistant** - Requires an Associate's Degree in Business Administration, Administration of Justice or a related field and 1 - 2 years of responsible legal administrative support experience, or an equivalent combination of education and experience.

**Legal Administrative Assistant, Senior** - Requires an Associate's Degree in Business Administration, Administration of Justice or a related field and 3 - 5 years of progressively responsible legal administrative support experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

Paralegal or Legal Assistant certification from a recognized program preferred.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.